

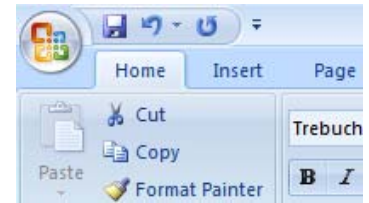


Assignment 1

CTE Intro
Microsoft Office 2007

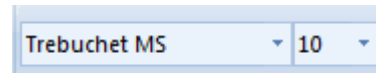


Open Microsoft Office Word 2007. Go to Student Common and open Assignment 1. This is your “starter” assignment, which you will make changes to throughout this lesson. Ensure that you are on the HOME tab to begin this assignment.



1. Highlight the title “Dogs vs. Cats”

- a. Center the title by pressing the  button



- b. Change the font to the font of your choice, and the size to 26

2. Highlight “A Dog's Journal”

- a. Change the font to the SAME font you picked for your title. Change the size to 14.

- b. Italicize it by clicking on the  button.

- c. Put your cursor at the end of the of the *phrase A Dog's Journal:* and press enter to make a blank line between it and the next line.

- d.

3. Spell Check. Find the SIX words throughout the document that are spelled wrong. They will be underlined in red. RIGHT CLICK on the word, and choose the correct spelling. Some of the misspelled words are *supposed* to be misspelled. Leave them alone.

4. One of the dates of the journal is out of order. Highlight the entry for 5:30 p.m.

- a. Right click on the highlighted words and choose Cut.

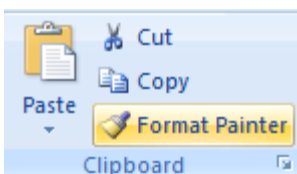
- b. Place your cursor at the end of the last entry and press enter. Then right click and choose Paste from the menu.

- c. OR, hit CTRL X to cut, place the cursor where needed and hit CTRL V.

5. Format Painter – Highlight “A Dog's Journal”

- a. Click on Format Painter in the upper left hand corner.

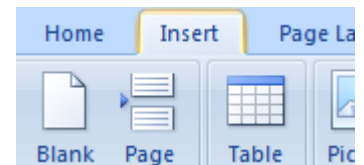
- b. Highlight “A Cat's Journal.” It should copy the formatting you already used on Dog's Journal. Press enter after Journal to create a blank line.



6. Next we are going to put each journal into a table.

- a. Highlight all the entries for the Dog's Journal, but NOT the title.

- b. Go to the Insert ribbon by clicking on Insert at the top of the page.



c. Choose Table, then Insert Table.

i. The journal should now be in a table. Put your cursor on the line between the two columns. It should turn into a two-sided arrow. Click and drag the line so that the first column is smaller than the second.

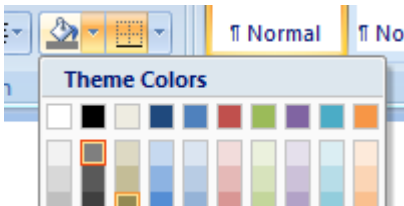
d. Now let's do the same for the cat's journal. Highlight the cat's journal, but NOT the title.

e. Go to the Insert ribbon and choose Table, then Insert Table.

f. Once again, drag the line between the two columns over, so that the date column is much thinner than the entry column.

7. Highlight the second column in the dog's journal. Right click on the highlighted area and choose Insert, then Insert Columns to the Right.

a. You now have a new column. Highlight that whole new column and right click. Choose Merge Cells.



8. Now let's shade it and change borders!

a. In the Dog's journal, highlight the times in the first column all the way down. Make sure that you have clicked back on the Home Ribbon.

i. Find the paint bucket icon and pull down the arrow next to it. Choose the color you would like to shade the boxes.

ii. Now do the same for the Cat's journal. You may pick different colors if you want.

b. Highlight the Dog table. Go to the border button and pull down the menu.



i. First choose NO BORDERS from the list.

ii. Then choose INSIDE Horizontal BORDER from the list.

9. Highlight each of the times for the Dog's Journal and Bold them by clicking on the **B** button

a. Highlight each of the dates for the Cat's journal and Underline them by clicking on the U button.

10. Now we're going to add a picture!

a. Put your cursor in the merged column in the Dog's journal. (it's hard to see, since you took all the borders out, but it's still there.)

b. Go to the Insert Ribbon. Choose the picture icon.

c. Go to Student Common, Word Processing and choose the picture Catdog.jpg. Then click insert.



i. It will pull it in very large. Grab the corner of the picture and drag it in to make it smaller.

11. We aren't quite done, but let's save the document for the first time, to make sure we don't lose it.

a. Go to the Home ribbon, and click on the Office Button.



b. Choose Save As from the list. Click on My Documents and save this as Assignment 1.

12. Let's add a page border. Click on the arrow next to the borders button again. Go all the way to the bottom of the list and choose Borders and Shading.




a. Click on the Page Borders tab.

b. Choose a LINE border from the list. You can also change the color and width of the line border.

13. Add a Header. Go to the Insert Ribbon and choose Header. From the list, pick Blank, Three Columns.

a. Click on the spot between the brackets on the left and type your name. in the center, type your period, and on the right, type Assignment 1.

14. Save. You have already saved and named this document in step 11. So now all you need to do go to the Office Button and choose Save, OR press the  button.




15. Ready to Print? Click on the Office Button again, and choose Quick Print, which will immediately send this document to the default printer. DO NOT TURN IN. You will turn this in with the other Word Assignments at the end of this unit.

Assignment 2

CTE Intro
Microsoft Office 2007




Open Microsoft Office Word 2007. Go to Student Common and open Assignment 2. This is your “starter” assignment, which you will make changes to throughout this lesson.

1. Margins. Highlight the whole document
 - a. Go to the Page Layout Ribbon and choose Margins. Then choose Narrow from the list.
2. Go to the Home tab.
 - a. Highlight everything in the document *except the titles*.
 - b. Justify the document by pressing the  button. Now the words in the document should be even on both the left and right margins.
3. Highlight *Funny Newsletter*.
 - a. Center it by pressing the  button.
 - b. Change the font to a font of your choice, and the size to 26.
 - c. Change the January, 2009 date to the current month and year.
 - d. Center it, change the font to the SAME font you used on Funny Newsletter.
 - e. Change the size to 14.
4. Highlight the whole document EXCEPT the titles.
 - a. Change the font to Comic, size 10.
5. In the first paragraph, highlight Bethanne Wilden's name.
 - a. Center it.
 - b. Change the font to a cursive-looking font and the size to 14.
6. Highlight *Joke of the Month*.
 - a. Center it.
 - b. Change the font to 16, and the same font you used for your title.
 - c. Change the color of the font by clicking the arrow next to the  button and choosing a color.
7. Format painter. Now, make sure you still have Comic of the Month highlighted.



- a. On the Home Ribbon, choose Format Painter.
 - b. Now highlight the next title, "This Month's One Liner"
 - i. It should copy the same formatting you just created.
 - c. Now, with "one Liner" still highlighted, highlight the next title, "7 things..."
 - d. Do this with the other titles, Stupid Criminals, Comic of the Month, and Riddle of the Week.
8. Bullets. Put your cursor at the beginning of the word "try", the first of the 7 things to do when bored in class.

- a. Make sure you are on the Home Ribbon. Click on Bullets . (You may pull down the arrow and choose one of the basic bullets if you want.)
- b. Press the END button (above the arrow keys) and press DELETE (not backspace). Then press enter. You now have another bullet. Do this for all 7 items.

9. Find and Replace

- a. Hit CTRL F. This will bring up the Find and Replace menu.
- b. Click on the "Replace" tab.
- c. Under "find" type *Wyoming*.
- d. Under Replace, type *North Carolina*. Press Replace. Then ok.

10. Now highlight each of the states listed under "Stupid Criminals"

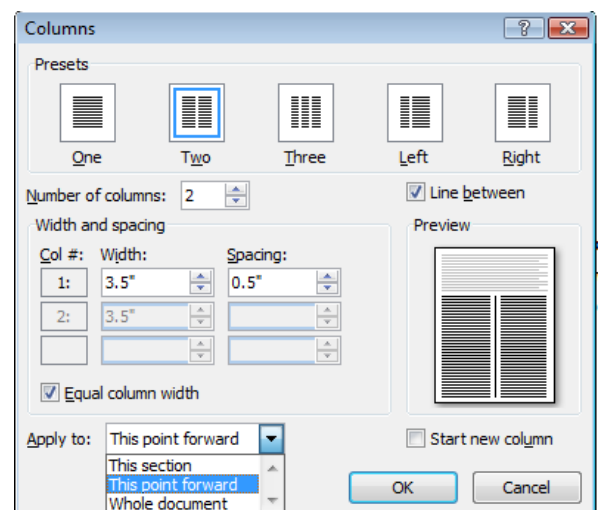
- a. Underline them by pressing the .

11. Highlight "Answer in next edition" which is the last thing in the whole document.

- a. Change the font to 8, and Italics, and center it.

12. Time for columns! Put your cursor at the beginning of the word "It's" in the very first paragraph.

- a. Click on the Page Layout tab. Choose columns, and pull down the menu to choose *More Columns*.

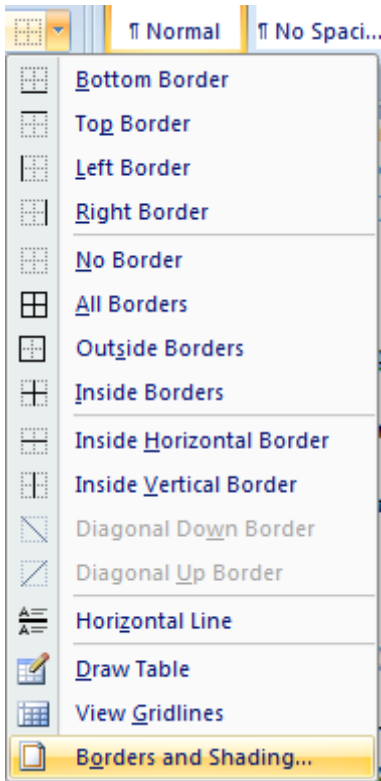


- b. Choose Two. Then click on the box that says "line between"
- c. On Apply To at the bottom, pull down the arrow menu and choose *This Point forward*
- d. Now your document is in columns!

13. With your cursor still at the beginning of the first paragraph, go to the Insert Ribbon

- a. Choose Drop Cap and choose Drop from the list.
- b. The "I" should now be really big!

14. Paragraph Borders. Highlight *Today's One Liner* and the joke that goes with it.



- a. Make sure you are on your Home Ribbon.
- b. Go to the Borders button and pull down the arrow. Choose Borders and Shading from the list.
- c. Choose a border (in the first tab)
- d. Click on the Shading tab and choose a color for the background of your paragraph.

15. Go to the Insert Ribbon. Choose Header and put in a header with three columns. Do your name, Period, and Assignment 2.

16. Go to the Insert Ribbon.

- a. Choose Clip Art.
- b. Type in "criminal" and choose a picture from the list.
- c. Right click on the picture and choose Text Wrapping.
- d. Change the Wrap to Tight.

- e. Re-size the picture and place it near the Stupid Criminal section. The words should easily wrap around it.

17. Place your cursor AFTER Comic of the Month and press enter twice.

- a. Go to the Insert Ribbon. Choose Picture. From Student Common, choose the picture called "overcrowding." Resize it to fit.
- b. Make sure that "Riddle of the Month" still fits on the page.

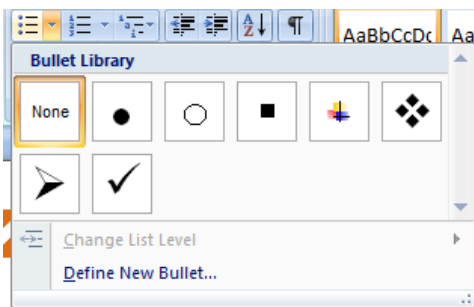
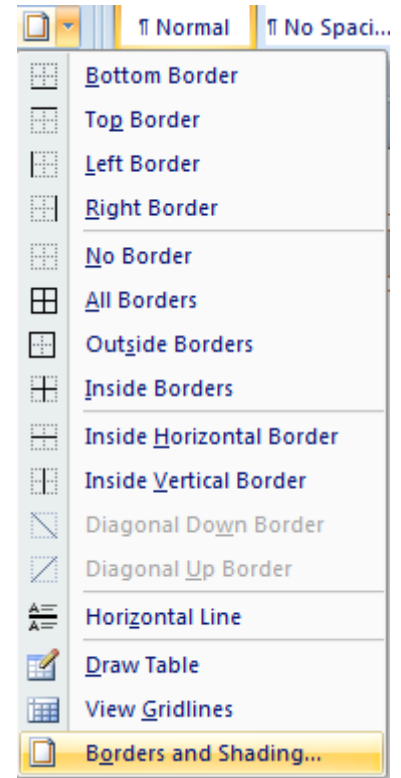
18. You're done! Save the document in My Documents. Print in Color.

Assignment 3

CTE Intro
Microsoft Office 2007

Open Microsoft Office Word 2007. You will begin this assignment on a blank page.

1. In Word click on the Office button and Choose "new" from the list. Then click "Blank Document."
 - a. You now have a clean paper in Word to begin assignment 3.
2. First, we will change the orientation of the page.
 - a. Click on the Page Layout Ribbon.
 - b. Click on Orientation and choose Landscape.
 - c. Click on Margins.
 - i. Choose Custom Margins. Make it 2" all the way around. DO NOT CHANGE GUTTER. Just left, right, top and bottom.
3. Click on the Home Ribbon to add an art border.
 - a. Click on the borders arrow and choose Borders and Shading from the list.
 - b. Click on the Page Border tab.
 - c. Pull down the arrow next to "art" and pick a border.
 - i. Note that you can (usually) change the size and color of the border.

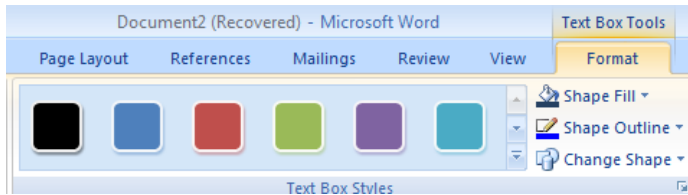


4. Press enter six times. You will now do fancy bullets.
 - a. Click on the arrow next to the bullets tab on the Home Ribbon.
 - b. Choose Define New Bullet.
 - c. In the new menu, click on Picture
 - d. Choose a bullet from the list. Click ok. On the next menu click ok again.
 - e. Now type three different things about yourself, each with it's own bullet.

- f. After the third bullet, press enter twice.
 - i. You can change the size of the bullets only by changing the size of your font. You may choose another font and size, and color, but go no bigger than size 16.

5. Text Boxes. Office 2007 has some really fun options for text boxes!

- a. Go to the Insert Ribbon and click on the Text Box icon. A large list of different text boxes appear. Choose one.
- b. Now the text box appears in your document. Inside it, type a quote. It can be anything from a movie quote to something you say among your friends, or maybe something inspirational.



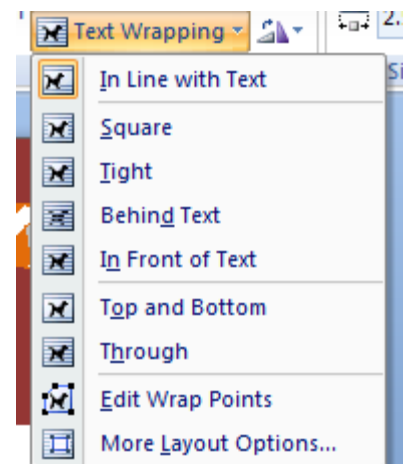
- c. You will also notice that your ribbon has changed to the formatting ribbon. Try out some of the formatting ribbon.

the different options, like changing your background color or adding a shadow.



6. Word Art. Go to the Insert Ribbon and click on the Word art Icon.

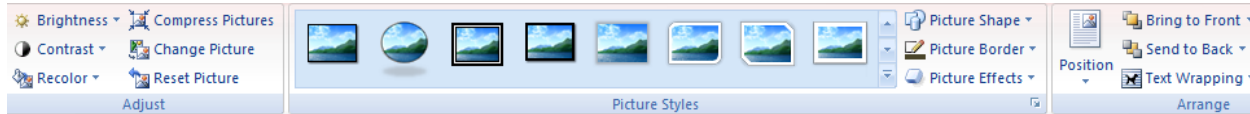
- a. Pull down the menu and choose the Word Art you like.
- b. Type your first and last name. Change the font if you like. Then press enter.
- c. You now have the format ribbon back, only this time it has options that apply to Word Art. (this bar will disappear if you click off of the word art, so make sure you have your word art highlighted).
- d. Now play with some of the options such as fill color, change shape, shadow, etc.
- e. **CHANGE THE WRAP.** You must change the wrap on your word art for it to be more easily moved and easy to work with.
- f. Go to the Text Wrapping drop down menu and choose Tight.



7. Now we are ready to add some pictures and test out Office 2007's new picture options!

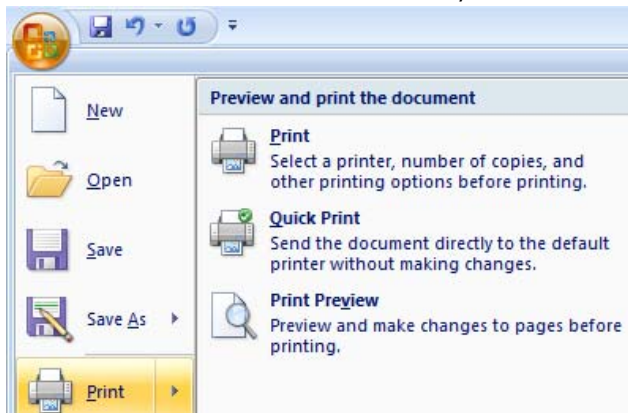
- a. Click on the Insert Ribbon and choose Clip Art.

- b. Do a search for something you would like to add, then click on it to bring it into your document.
 - i. Experiment with the options available on the Format Ribbon, now altered with picture options. Try changing the adding a picture border, test out the picture styles, or recolor it.
- c. Click off your picture and make sure you can once again see the Insert Ribbon.



- i. Click on Picture and find a picture you have saved on your computer.
 - ii. Use the same options from clipart to give it the look you want.
 - iii. You may do other pictures if you have time. No more than four. You MUST have at least one from clipart, and one from your files.
 - iv. *Remember that when you pull in a picture, you can also just right click on it, go to Text Wrapping, and choose your wrap.*
8. Save the document as Assignment 3.
9. Now click on the Office Button and scroll over the Print option. This will open up a new menu. Choose Print Preview.

- a. Ensure that your document is only one page by checking the bottom left hand corner. It should say 1 of 1.



- b. Click Print. If there is more than one page, make sure you click on Pages and type page 1. Otherwise, just print it to the color printer.

10. Save this document.

11. Turn in all three

Word Assignments to the basket.

